

6/1/12

Bulletin No.12-06

P-2375 A

P-2375 A Imposing Sanctions

1. Case Manager/lead:
 - a. completes a Sanction Authorization (606)
 - b. specifies what the client didn't do
 - c. explains why the sanction will be imposed
 - d. lists the rule cite(s) relied on to make this determination.
 - e. enters the sanction meeting date on the Sanction Authorization (606).
 - f. routes the Sanction Authorization (606) to the Reach Up Team Leader; or their designee, for review.
2. Reach Up Team Leader or their designee:
 - a. reviews the Sanction Authorization (606)
 - 1) What were the participant's circumstances?
 - 2) Was good cause explored?
 - 3) Is the paperwork complete?
 - 4) Did the case manager/lead follow the rule at 2375.1?
 - b. approves or reverses the 606.
 - 1) If the decision is to approve, the team leader signs off on the Sanction Authorization (606) on the district director/designee line
 - 2) If the decision is to reverse it is recorded in the case file and e-mailed or discussed with CM in person.
3. Reach Up Team Leader makes 3 copies of the 606. Original copy goes to the case manager/lead for them to complete their steps in ACCESS (see step 4) and for the case management file. Second copy goes to the Case Manager to give to the BPS that specializes in Reach Up after attaching their two case management sanction letters that were generated in Step 4 and the third copy is sent to be scanned into OnBase.

For Contracted Case Managers who have had a sanction approved, the Team Leader keeps the two copies of the 606 and completes the steps in number 4 below.

4. The Case Manager enters the sanction date and time on CASE C SANC which generates an appointment letter. The Case Manager also goes to SPEC C FORMS and chooses the REASON FOR SANCTION letter and fills this in with the details including rule cite of why client is being sanctioned. A CATN should be entered that a sanction has been entered for Month/Year and participant must meet with their case manager to receive any benefits.
5. The Case Manager attaches the Sanction Appointment letter and Reason for Sanction letter to the second 606 and brings it to the BPS that specializes in Reach Up.
6. The BPS approves the decrease in benefits on Elig C RUFA.

6/1/12

Bulletin No.12-06

P-2375 A p.2

P-2375 A Imposing Sanctions (Continued)

7. The BPS takes the 2 letters that were attached to the 606 given to them from the Case Manager and gets the other two letters they generated and mails them together to the sanctioned participant:

- Starting the sanction
- An appointment letter
- An eligibility notice
- A reason for sanctions notice